UNITED NATIONS

ST

Secretariat

ST/IC/1991/14
25 February 1991

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: 1991 COMPETITIVE EXAMINATION FOR ENGLISH EDITORS

1. A competitive examination for the recruitment of English editors will be held on 26 and 27 June 1991 in New York, Geneva and other duty stations according to the number and location of qualified candidates convoked for the examination. The purpose of this examination is to establish a roster from which present and future vacancies for English editors will be filled.

2. The examination is open to staff members of the United Nations at the P-3 level and below who meet the eligibility requirements. Staff members from subsidiary organs of the United Nations as well as staff members whose service is limited to the United Nations Environment Programme (UNEP), the United Nations Centre for Human Settlements (Habitat) or special missions are considered outside candidates for the purpose of this examination. Staff members who are successful in this examination and are selected for inclusion in the roster will normally be assigned to fill vacancies as they occur in the United Nations Secretariat in New York. They may be assigned initially to other duty stations in Africa, Asia, Europe or Latin America. Assignments are subject to rotation and editors will thereafter be called upon to serve at other duty stations in Africa, Asia, Europe and Latin America, according to the needs of the Organization. Staff members are expected to serve a MINIMUM OF FIVE YEARS as editors. The assignment of staff members who are successful in the examination and are selected to fill vacancies will be subject to the conditions set out in paragraphs 10 and 11 below.

3. Staff members of the Secretariat applying for the examination must:

(a) Have English as their main language; 1/

(b) Have a perfect command of English and a very good knowledge of French and Spanish. Candidates who have a stronger knowledge of Arabic, Chinese or Russian may wish to substitute one of these languages as a third language for Spanish, and

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this should be indicated on the application form. However, such candidates will also have to pass the test in Spanish. The Board of Examiners, appointed by the Assistant Secretary-General for Human Resources Management, requires that candidates' claims to knowledge of official languages must be supported by relevant documentation in their official status files. Staff members who have been enrolled in a United Nations language course in any of the languages claimed must have passed the United Nations language proficiency examination in that language. Candidates who have not attended the United Nations language courses in the languages claimed must substantiate their claims to knowledge of those languages. For this purpose, staff members should attach to their application photocopies of either diplomas or certificates from language schools or a brief explanation of how they acquired their knowledge of the languages claimed. Staff members are advised to submit photocopies, not originals of such documentation;

(c) Hold a degree or an equivalent qualification from a university or institution of equivalent status at which English is the principal language of instruction.

4. The requirement for a university degree or its equivalent from a university or institution of equivalent status at which English is the principal language of instruction may be waived for staff members who, in the judgement of the Board of Examiners, have adequate post-secondary educational qualifications from a university or institution of equivalent status and adequate secondary educational qualifications from an establishment at which the principal language of instruction is English, in addition to five years of continuous service with the United Nations Secretariat by 31 December 1989.

5. All applications will be reviewed by the Board of Examiners. All applicants will be notified of the Board's decision in respect of their application. THE BOARD'S DECISIONS ARE FINAL.

6. The written examination will consist of:

(a) Revision of a poorly written speech in English (to be revised from the point of view of grammatical correctness, clarity and succinctness (three hours);

(b) Translation into English of a French text (one and a half hours);

(c) Translation into English of a Spanish text (one and a half hours);

(d) Editing of an English text (two hours);

(e) Summary of an English text for brevity and clarity while covering all essential points (one hour);

(f) (i) Translation into English of a text in Arabic, Chinese or Russian for candidates who choose one of these languages as their third language. As stated in paragraph 3 (b) above, candidates selecting one of these languages will also have to take the test in Spanish, as indicated in subparagraph (c) above (one and a half hours);

(ii) Translation into English of one text or more from a total of three texts offered in Arabic, Chinese and Russian for all candidates (optional) (one and a half hours per text).

7. The use of a dictionary or any other reference material is NOT permitted during the examination.

8. On the basis of the results obtained in the written examination, the Board of Examiners will invite selected candidates to an interview, which will normally take place 10 to 12 weeks after the written component of the examination. The Board will interview each candidate to assess general culture, professional experience, knowledge of the United Nations, willingness to serve at any duty station and, in particular, ability to work as a member of a team. The interview is an integral part of the examination. Therefore, candidates who are invited to an interview SHOULD NOT assume that they will be offered an assignment.

9. On the basis of the overall results of the examination, the Board will recommend to the Assistant Secretary-General for Human Resources Management the names of candidates for inclusion in the roster. All candidates admitted to the examination will be informed in writing of the Board's final recommendation in respect of their candidature. The Board's recommendations are NOT subject to appeal. The Board DOES NOT release individual results.

10. Staff members selected to fill vacancies will be assigned as English editors for a trial period of two years. Staff members at the P-1 level or below will receive a special post allowance to the P-2 level. Staff members at the P-2 and P-3 levels will be assigned at their respective levels.

11. Staff members with a special post allowance to the P-2 level and those already at the P-2 level who complete the trial period successfully and are recommended by their Department and the Office of Human Resources Management may be promoted to the P-3 level. Staff members already at the P-3 level who complete the trial period successfully will be confirmed in their editing functions at the P-3 level. Staff members who do not complete the trial period successfully will be reassigned to posts at their previous levels and the special post allowance, if any, will be discontinued.

12. Upon completion of a training period, editors may be required to work on word-processing or similar data-entry equipment for editing and terminological purposes.

13. Staff members applying for the examination should complete the attached form and submit it, NOT LATER THAN 19 April 1991, to:

Competitive Examination for English Editors
Recruitment and Placement Division
Room S-2535-E
United Nations Secretariat
New York, N.Y. 10017

14. Staff members at Headquarters may obtain copies of model examination papers from the Examinations and Tests Section, room S-2575.

15. In order to ensure receipt of all applications, staff members at offices away from Headquarters are requested to return their application to the Recruitment and Placement Division through the chief administrative officer or director of the United Nations information centre at their respective duty stations before 19 April 1991, the deadline for receipt of applications in the Recruitment and Placement Division.

Notes

1/ "Main language" should be understood to be the language in which the candidate is best able to edit. Candidates' claims to English as their main language must be supported by relevant documentation in their official status files.

APPLICATION

1991 COMPETITIVE EXAMINATION FOR ENGLISH EDITORS 1/

INDEX NO. 2/ / / / / / /

LAST NAME / / / / / / / / / / / / / / / / / / Category / / / Level / / /

FIRST NAME / / / / / / / / / / / / / / / / / / Sex: Male / / Female / /

Date of entry on duty: Month / / / Year 19 / / /

Type of contract: _____ Expiration date: _____

Department/Office 3/ _____ Duty station: _____

Room No. _____ Extension _____

Have you taken this examination before? Yes / / in 19 / / / No / /

Have you taken another United Nations competitive examination? Yes / / in 19 / / / No / /

If yes, which examination(s) _____

What is your main language? 4/ /

A. Knowledge of other languages 5/ Courses taken at

Language(s)	United Nations language programme (indicate highest level and date)	Other institution (name and location)

B. Indicate your ability in each of the languages mentioned above

Language	Read		Understand		Speak		Write	
	Easily	Not easily	Easily	Not easily	Fluently	Not fluently	Easily	Not easily

/...

C. Indicate which you consider your third language after English and French and in what language(s), if any, you wish to take the optional paper:

Third language: Arabic _____ Chinese _____ Russian _____ Spanish _____
Optional: Arabic _____ Chinese _____ Russian _____ Spanish _____

D. University degree or equivalent or post-secondary educational qualifications 6/

Name of institution Place and country	Language of instruction	Attended from/to month/year month/year	Degree 6/ or equivalent	Main field of study

E. Secondary school qualifications

Name of institution Place and country	Language of instruction	Attended from/to month/year month/year	Certificate or equiv. 6/	Main field of study

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date: _____

Signature: _____

I have read information circular ST/IC/1991/14 and I understand that, if I am successful in the competitive examination for English editors and recommended for inclusion in the roster, my assignment as an English editor will be subject to my acceptance of the conditions of service indicated in paragraphs 10 and 11 of that circular.

Date: _____

Signature: _____

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Notes

1/ Staff members applying for this examination MUST COMPLETE THIS SECTION. In addition, staff members MUST ATTACH written proof of claimed secondary educational qualifications from establishments at which English is the principal language of instruction. Written proof of claimed post-secondary education must also be attached unless they were convoked for the G-to-P examination for promotion to the Professional category or another language examination. Applications that are incomplete or do not include essential information or documentation will be returned to the staff member FOR COMPLETION AND RESUBMISSION WITHIN THE DEADLINE FOR RECEIPT OF APPLICATIONS in the Recruitment and Placement Division. In this connection, staff members are informed that extensions for receipt of applications in the Recruitment and Placement Division will NOT be granted. Therefore, staff members are advised to submit their applications without delay.

2/ Normally appears on your monthly salary statement and Personnel Action (P-5) forms. If not, please contact your Personnel Officer to obtain your number.

3/ Please indicate Department/Office, e.g., the Department of International Economic and Social Affairs, the Office of General Services, the Centre for Science and Technology for Development, the Economic Commission for Europe, the United Nations Conference on Trade and Development, the United Nations Office at Geneva, the United Nations Office at Vienna or other (specify).

4/ "Main language" should be understood to be the language in which the candidate is best able to edit. Candidates' claims to English as their main language must be supported by relevant documentation in their official status files.

5/ Candidates are reminded that they must submit relevant documentation to substantiate their claims as appropriate in accordance with the provisions of paragraph 3 (b) of information circular ST/IC/1991/14.

6/ Give exact name and title in original language. Do not translate or equate.